



JOB DESCRIPTION

Position Title: **Specialist**

Working Title: **Community Assistance Specialist II**

Class Code: 5304

Non-Exempt

EEO Code:

Effective Date: August 30, 2002

Major Function

Technical work assisting with eligibility determinations of applicants for Community Assistance Programs.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Interview applicants for assistance to determine eligibility, nature, and amount of assistance needed. Coordinates with and refers applicants to other agencies to obtain benefits for which applicants may qualify.

Determines applicant eligibility for services, including immediate assistance from Social Service Programs; including; food vouchers, minor medical care, rent assistance, utility assistance, prescription medicine, and transportation to and from state hospitals and burials.

Assists the Division Manager in developing, implementing and monitoring an ongoing follow-up program to measure client services as it relates to performance outcomes.

Prepares and submits weekly, monthly and quarterly reports to the Division Manager on all grant funded programs.

Assists the Division Manager with the development and review of division policies and procedures.

May relieve Division Manager of routine operational and administrative details as directed.

May act in the absence of the Division Manager as directed.

Makes presentations to civic groups and community based organizations.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Thorough knowledge of state and local laws for public assistance programs, and public and private assistance agencies. Considerable knowledge of rules and regulations governing eligibility for public assistance benefits administered under various governmental assistance programs. Knowledge of medical services available at public health, hospital and private medical facilities. Knowledge of the functions and activities of private and social services agencies. Knowledge of the principles, practices, and techniques associated with the delivery of public assistance services. Knowledge of basic budget preparation and review principles.

Ability to establish rapport with applicants and to establish effective working relationships with other County personnel, officials, social service agencies and the general public. Ability to establish effective working relationships with community based organizations. Ability to communicate effectively both orally and in writing. Ability to use personal computers and other office equipment. Ability to review data and reports and present trend analysis. Ability to effectively assemble and prepare reports for Community Assistance Programs.

Associate's Degree and four (4) years experience in Community Assistance Programs, including substance abuse.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

Work is generally performed in an office setting, may occasional visit clients at home to verify information.

